

POSITION SUMMARY

This is an entry-level field inspection work for the Bureau of Meat Safety and Inspection of the Division of Food Safety. Duties include conducting ante and post mortem inspection of food animals and poultry, evaluating plant's sanitation procedures and practices, and verifying the effectiveness of plant's hazard analysis critical control point plans. Work is performed in assigned plants providing education, consultation, and regulation to licensed meat establishments, including certain food processing plants and retail operations. Work is performed under close supervision progressing to limited supervision and a program evaluation system. The impact of the work is to assure overall meat safety and meat-related consumer protection by assuring safe and wholesome food, properly labeled, for human consumption; this includes ensuring facilities follow food safety systems, HACCP plans, and standard operating procedures in an effort to: reduce the risk of food borne disease, ensure product is protected from adulteration, prevent contamination of meat from pathogenic bacteria, etc.

GOALS AND WORKER ACTIVITIES:

50% GOAL A: Performance of ante and post mortem (before and after death) inspection of meat animals and poultry.

- A.1 Inspect animals when alive for any disease or abnormal condition that would cause them to be unsuitable for human food.
- A.2 Pass normal animals for slaughter and retain animals suspected of being diseased for further examination by a veterinarian.
- A.3 Maintain control of animals condemned when they are unfit for human consumption and assure proper decharacterization.
- A.4 Review the plant's animal handling procedures to assure animals are handled and stunned in a humane manner.
- A.5 Assure blood samples and identification tags are collected and mailed to the laboratory for analysis.
- A.6 Inspect animal heads, organs, and carcasses for disease abnormalities. Palpate and incise organs and lymph glands; visually inspect cut surfaces.
- A.7 Condemn organs and parts which are not fit for human consumption and maintain under visual control until they are slashed, denatured, and made unfit for human consumption.
- A.8 Assure that all passed carcasses and parts are properly branded with the mark of inspection.
- A.9 Inspect the carcasses and parts of animals slaughtered without ante and post mortem inspection to determine that they are clean and not diseased and will not contaminate inspected meat in the plant.

10% GOAL B: Evaluation of a plant's sanitation standard operating plan, SSOP.

- B.1 Conduct preoperative and operational inspection to verify and evaluate the effectiveness of a plant's SSOP.
- B.2 Review the plant's SSOP to assure the plan includes the necessary requirements.
- B.3 Review plant's sanitation records to assure the records reflect the conditions observed in the plant.
- B.4 Initiate regulatory action when deficiencies are found in the plant or in the plants SSOP.
- B.5 Document deficiencies found on Non-Compliance Report.

- B.6 Evaluate the effectiveness of plant's corrective and preventive actions.
- B.7 Initiate compliance action when repetitive deficiencies occur in accordance with established progressive compliance procedures.

10% GOAL C: Verification of a plant's hazard analysis critical control point inspection plan.

- C.1 Review and evaluate a plant's HACCP plan to determine if the plan contains the required components: list of hazards, critical control points, critical limits, monitoring procedures, corrective actions, recordkeeping system, verification tasks and frequencies.
- C.2 Conduct monitoring tasks to assure that the plant is complying with their HACCP plan.
- C.3 Conduct verification tasks to assure that the plant's HACCP plan is effective.
- C.4 Document deficiencies found on Non-Compliance Report.
- C.5 Take appropriate regulatory action when deficiencies are found in the plant or if the plant is not following their HACCP plan.
- C.6 Evaluate the appropriateness of plant's corrective and preventive actions.
- C.7 Initiate compliance action of progressive compliance if repetitive deficiencies occur or falsification of records is observed in accordance with established progressive compliance procedures.

10% GOAL D: Completion of work planning, administrative communication and on-going professional development.

- D.1 Conduct data analysis of reports provided, to conduct risk assessments of establishments and organize work in a systematic and efficient manner using Division of Food Safety priorities as guidance to complete daily inspection requirements. This includes maintaining work records in a systematic and orderly manner, utilizing the PHIS system, electronic mail or other technology.
- D.2 Prepare and maintain weekly/monthly activity reports indicating time spent on assignments, mileage, expenses, etc. using current technology (e.g., e-mail, electronic file transfer, computerized record keeping)
- D.3 Review literature to remain current with rapidly changing technology trends in industry, emerging pathogens, and regulatory updates.
- D.4 Attend training as assigned for professional and personal development.
- D.5 Respond promptly to communications from industry, public, other staff and management.
- D.6 As requested or assigned, participate on team projects to improve work procedures, processes, systems and policies to assist in the development or improvement of food safety inspectional systems, which assists the Division in meeting the Federal Food Inspection Program Standards.
- D.7 Implement and continually review the safety procedures to follow in each facility.
- D.8 Maintain the in-plant recordkeeping systems.

10% GOAL E: Evaluation of a plant's labeling program.

- E.1 Audit a plant's existing labeling materials to determine compliance with regulatory labeling requirements.
- E.2 Discuss labeling concerns with plant management.

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- E.3 Document labeling problems on Non-Compliance Report.
- E.4 Take appropriate regulatory action when problems are found in accordance with established progressive compliance procedures.
- E.5 Evaluate the appropriateness of plant's corrective and preventive actions.

5% GOAL F: Collection of meat product samples and evaluation of sample results to control microbial hazards and ensure compliance with regulatory requirements.

- F.1 Secure and submit meat product and carcass samples to the laboratory for analysis.
- F.2 Review and analyze sample results.
- F.3 Discuss sample results with plant management.
- F.4 Take appropriate action when sample results violate regulatory standards.
- F.5 Evaluate the appropriateness of plant's response to violations.

5% GOAL G: Conduct other duties as assigned. **IMPACT:** Assure that reports are submitted and data is collected according to Bureau policy.

- G.1 Complete and submit reports and collect program data.

Position Description – Part B

KNOWLEDGE AND SKILLS REQUIRED BY THIS POSITION

- A. Knowledge of animal physiology and pathology is required to determine if an animal may be slaughtered and if abnormal animal carcasses or parts should be held for veterinary examination.
- B. Knowledge of bacteriology and microbiology of meat and poultry products is required to determine the wholesomeness of products.
- C. Knowledge of sanitation and good manufacturing practices is required to evaluate the plant's systems.
- D. Knowledge of the chemical, physical, and biological hazards associated with the production of meat and poultry products is required to evaluate a plant's HACCP system.
- E. Communication skills including verbal and written skills and the ability to work closely and cooperatively with other people are required to communicate with plant owners to discuss concerns and work toward solutions by listening, negotiating and problem solving.
- F. Knowledge of the rules and regulations governing meat and poultry operations, including but not limited to Wisconsin Statutes, ss. Ch. 93 and 97; Chapters ATCP 55, 56, Code of Federal Regulations 9 CFR 321, 332, 381, 416, 417, 500.
- G. Knowledge of the inspection tasks and references listed in USDA's "HACCP-Based Inspection Reference Guide".
- H. Working knowledge of the division's enforcement guidelines and progressive compliance.
- I. Ability to evaluate and interpret data is needed to identify problems, discuss corrective actions, and verify the production of wholesome food.
- J. Some knowledge of computers and automated systems is needed to utilize the Public Health Information System (PHIS).

- K. Ability to work independently on a daily basis including planning work, conducting inspections/investigations, assess conditions, apply policies/procedures and regulations, conduct follow-up inspections, prepare reports and communicate with industry and public.
- L. Thorough knowledge of computers, automation, new communication, and directional technology is needed to assist with assigned tasks and daily activities.

Special Requirements:

- 1) A valid WI driver's license or the ability to provide one's own transportation for work purposes is required as a condition of employment. The employee will drive between inspection locations and may be required to spend time in overnight travel status (ability to stay overnight as needed 1 to 4 nights per week).
- 2) The ability to stand for prolonged periods of time, often on wet or uneven floors.
- 3) Travel and outdoor work are required 12 months of the year. The employee will encounter inclement weather, temperature extremes.

PERSONAL CONTACTS AND THEIR PURPOSE:

- A. Daily contacts are made with meat plant management and plant employees who may have diverse viewpoints, goals, or an uncooperative attitude. Contacts are made on a daily basis and may last from 10 minutes to several hours. The purpose of these contacts is to provide education, consultation, and regulation to meat and poultry establishments. Contacts involve collaboration in settling controversial issues.
- B. Contacts are made with the supervisor to provide feedback and share information on a recurring basis.
- C. Contacts are made with Veterinarians who provide general oversight and make final dispositions of animal carcasses.
- D. Contacts are made with Regulatory Specialists to assist in initial investigations.

DISCRETION AND ACCOUNTABILITY:

- A. The work is performed according to performance standards established by the division based on Wisconsin Statutes, section 97.42; Chapter ATCP 55, Wis. Adm. Code; and the Federal Meat Inspection Regulations, Title 9, Chapter III, and the FSIS Directive 5000.1. The employee makes continuous decisions on the wholesomeness of carcasses and parts, meat food products, and evaluations of a plant's sanitation and HACCP plans. These decisions result in meat and poultry products being passed for food, retained or condemned and diverted to non-human food or disposed. The decisions also result in the determination of a plant's ability to produce wholesome products under sanitary conditions. Inspectors may tag equipment, hold or destroy product, or to partially or totally suspend plant operations.

- B. Supervision is accomplished by reviewing weekly reports for accuracy and adherence to policy, phone and electronic mail contact, working with the employee, and through the annual performance evaluation process. As a rule, the employee has limited direct supervision.
- C. Employees are accountable for all aspects of food safety in their assigned geographical area. The employees are provided a schedule in advance and are responsible to manage changes or contact their supervisors in a timely manner if they are unable to complete their assignments.

PHYSICAL DEMANDS:

The work requires prolonged standing on wet concrete floors for approximately 30% of the time. An inspector is required to perform constant and repetitive motions with both hands and wrists. Viscera inspection activities require the inspector to palpate and slice organs while standing. Rapid hand and arm motions are required. Accurate color vision is essential to allow the inspector to notice subtle shades of product color and to make appropriate product acceptability decisions. The inspector may be required to work with hands immersed in water. The ability to hear conversational voice is required in order to communicate effectively with supervisors and workers in this environment. In addition, the work requires the ability to detect product abnormalities through smell.

WORKING ENVIRONMENT:

The work is performed in meat and poultry packing plants, food processing plants and some retail operations. Inspectors are involved in ante and post-mortem inspection of animals and poultry, and inspection of products processed with meat and poultry. This inspection activity is performed in a noisy environment in which large, moving machinery is present and cannot be stopped instantaneously. The inspector stands on slippery and uneven floors with a sharp steel knife or hook in hand to perform the majority of the inspection activities. The inspector may be required to stand on elevated platforms above the concrete floor while performing the inspection of slaughtered animal carcasses and body parts. Water of 180 degrees Fahrenheit and high voltage electrical stimulators are in the inspector's proximity. Various atmospheric conditions ranging from excessive cold to damp, dry and extreme humidity may be found throughout the environment. The work environment for processing inspection involves walking on concrete floors in refrigerated coolers and freezers. Employees are at times confronted with angry plant personnel.